



BERKELEY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES

REGULAR MEETING
March 11, 2015

AGENDA
6:30 PM

SOUTH BRANCH
1901 RUSSELL STREET

The Board of Library Trustees may act on any item on this agenda.

I. PRELIMINARY MATTERS

- A. **Call to Order**
- B. **Public Comments ***
- C. **Report from Library employees and unions, discussion of staff issues**
Comments / responses to reports and issues addressed in packet.
- D. **Report from Board of Library Trustees**

II. PRESENTATION CALENDAR

- A. **South Branch Update** – James Moore
- B. **Strategic Plan Update** – Jeff Scott
- C. **Budget Workshop** – Dennis Dang

III. CONSENT CALENDAR

The Board will consider removal and addition of items to the Consent Calendar prior to voting on the Consent Calendar. All items remaining on the Consent Calendar will be approved in one motion.

- A. **Approve minutes of February 11, 2015 Regular Meeting**
Recommendation: Approve the minutes of the February 11, 2015 regular meeting of the Board of Library Trustees.
- B. **Reappoint Trustee Julie Holcomb to Serve a Second Four-Year Term Commencing May 15, 2015**
Recommendation: Adopt a resolution approving the recommendation to City Council to reappoint Trustee Julie Holcomb to serve a second four-year term commencing May 15, 2015.
- C. **Reappoint Trustee Jim Novosel to Serve a Second Four-Year Term Commencing May 15, 2015**
Recommendation: Adopt a resolution approving the recommendation to City Council to reappoint Trustee Jim Novosel to serve a second four-year term commencing May 15, 2015.

IV. ACTION CALENDAR

- A. **Board of Library Trustees Meeting Start Time**
Recommendation: Adopt a resolution approving Board of Library Trustees meeting start time.

V. INFORMATION REPORTS

- A. **Request to Rename the South Branch Update**
- B. **March 2015 Monthly Report from Library Director**
- C. **Library Operations Report**
- D. **First5 Alameda Community Support Grant Report**
- E. **Library Events:** Calendar of events and press releases for various Library programs are posted at <http://www.berkeleypubliclibrary.org>

VI. AGENDA BUILDING

* Public Comments - speakers allowed 3 minutes each

The next meeting will be a Regular Meeting held at 5:30 PM on Wednesday, April 22, 2015 at the **South Branch Library, 1901 Russell Street, Berkeley.**

VII. ADJOURNMENT

Written materials may be viewed in advance of the meeting at the Central Library Reference Desk (2090 Kittredge Street), or any of the branches, during regular library hours.



Wheelchair accessible. To request a sign language interpreter, real-time captioning, materials in large print or Braille, or other accommodations for this event, please call (510) 981-6107 (voice) or (510) 548-1240 (TTY); at least three working days will help ensure availability.

Please refrain from wearing scented products to public programs.

I hereby certify that the agenda for this regular meeting of the Board of Library Trustees of the City of Berkeley was posted in the display cases located at 2134 Martin Luther King, Jr. Way and in front of the Central Public Library at 2090 Kittredge Street, as well as on the Berkeley Public Library's website on March 5, 2015.


Jeff Scott

//s//
Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees

For further information, please call (510) 981-6195.

COMMUNICATIONS

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information.



**FY Biennial Budget
2016 & 2017
BOLT Workshop**

March 11, 2015

Board of Library Trustees

Budget Priorities for FY16 and FY17 (BOLT#: R14-077, 10DEC14)

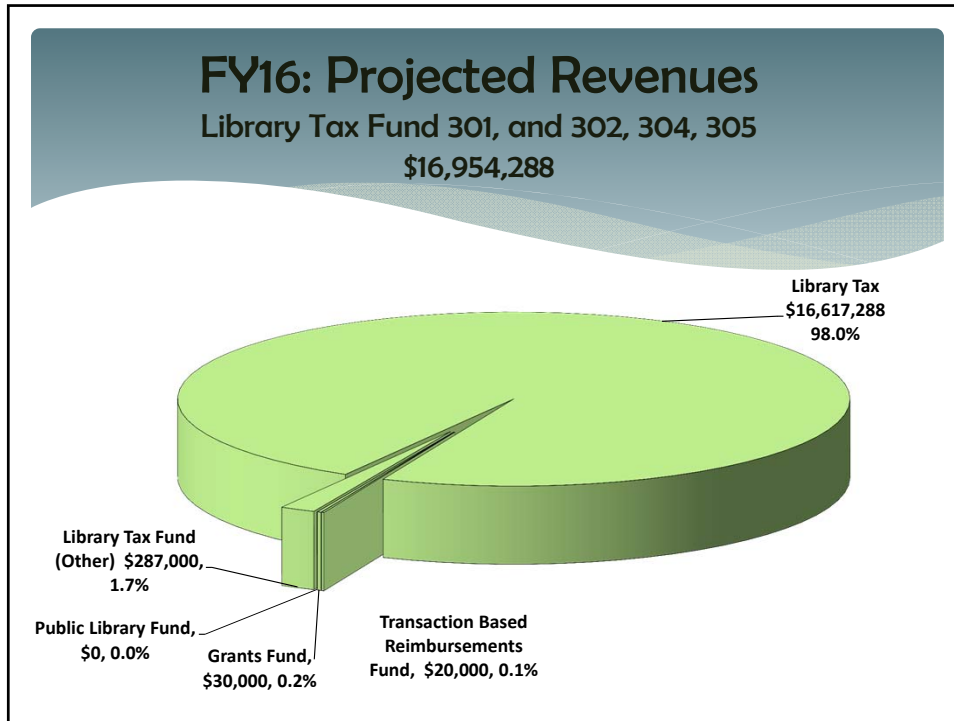
- Identify and prioritize **strategic capital improvements**, including infrastructure and Central Library repairs and improvements for possible action
- Maintain the **stability of operating budget and plan for future operational needs** – including establishing / maintaining a balanced budget
- Undertake a marketing campaign to **raise the Library's profile** in the community
- Consider options / strategies to **increase community partnerships and collaborative opportunities**
- Conduct a technology needs assessment, identify strategic technology improvements, and draft a **3-year Technology Plan** for the Library

Budget Strategies for FY 2016-2017

- * Maximize Delivery of Core Library Services with Available Resources
 - Right and Proper Deployment of Staff
 - Central Library Teen Room and Infrastructure Improvements
 - Tailored 3-Year Strategic Plan
 - Pursue Grants and Gifts Funding
 - Monitor CA State Library Funding

Projected Revenue and Fund Balance

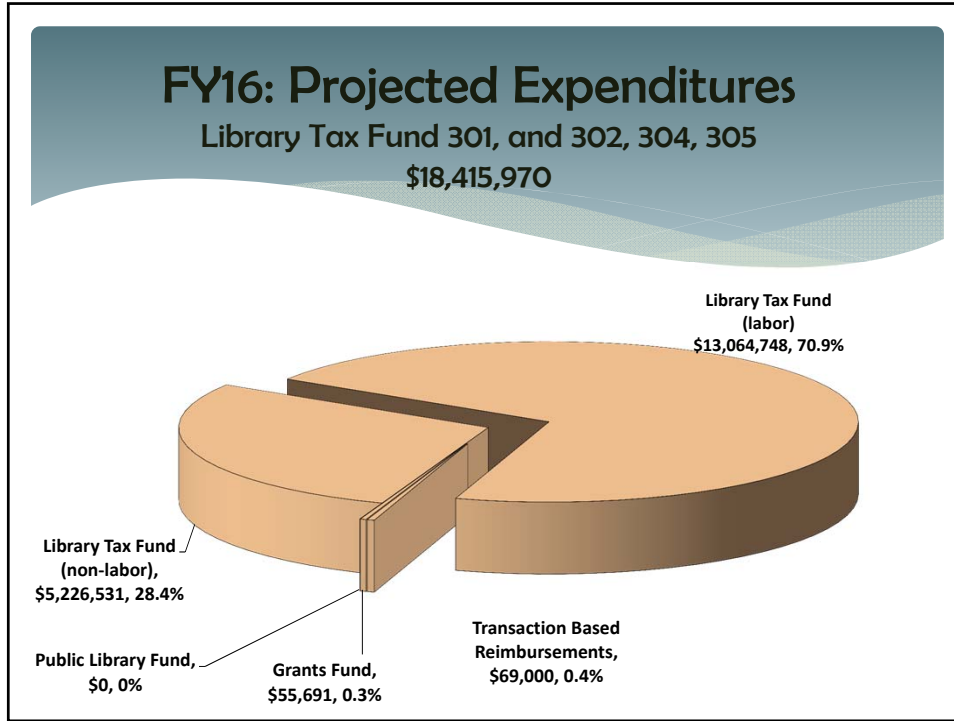
Fund	FY17	Fund Balance (begin FY17)	FY16	Fund Balance (begin FY16)
Library Tax <i>(begin balances net reserve)</i>	\$17,236,634	\$564,019	\$16,904,288	\$2,166,010
Transactions Based Reimbursements	\$20,000	\$61,137	\$20,000	\$110,137
Grants	\$30,000	\$4,647	\$30,000	\$30,338
Public Library	Inactive	\$56,283	Inactive	\$56,283
Gifts	\$90,000	\$330,107	\$90,000	\$355,107
Foundation	\$0	\$811,196	\$0	\$1,011,196
Measure FF	Complete	-	Complete	-



Library Tax Fund (301)

FY12 – FY17 (\$)

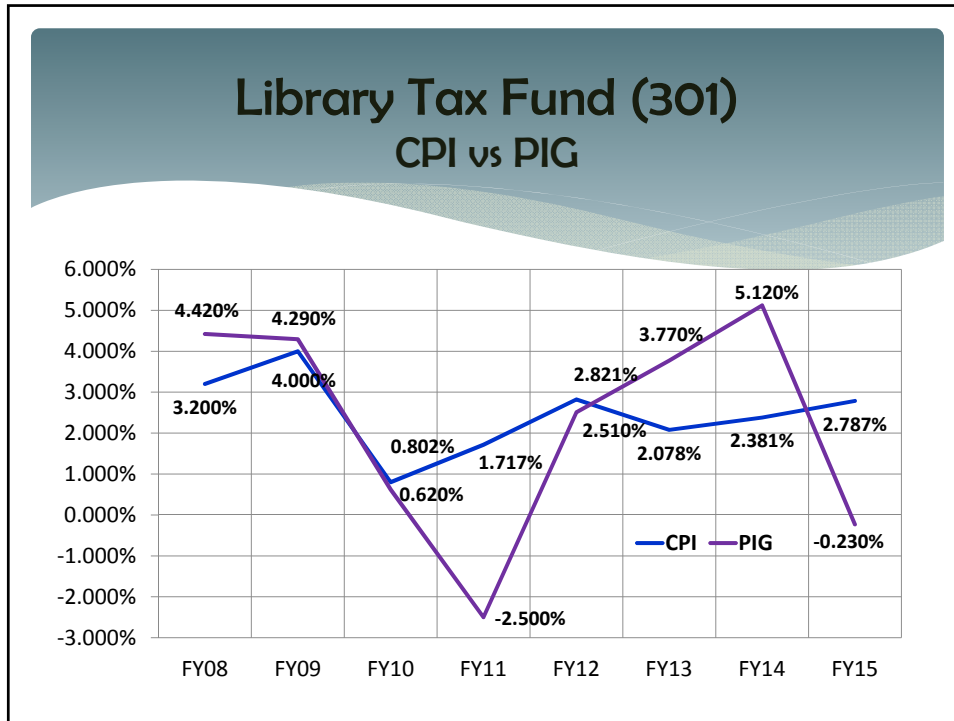
	FY17 Projected	FY16 Projected	FY15 Projected	FY14 Final	FY13 Final
Revenue	17,236,634	16,904,288	16,631,412	16,236,039	15,488,692
Library Tax	16,949,634	16,617,288	16,345,912	15,991,855	15,253,044
Other	287,000	287,000	285,500	244,184	235,648
Expenses	16,961,105	18,291,279	16,767,620	15,702,066	14,688,415
Personnel	13,230,673	13,041,148	12,567,704	12,480,850	11,928,221
Non-Personnel	3,702,531	5,222,531	4,173,084	3,200,210	2,738,924
CoB	27,901	27,600	26,832	21,006	21,270
Surplus / Shortfall	275,529	(1,386,991)	(136,208)	533,973	800,277



Library Tax Fund (301)

Fund Balance FY13 – FY15 (\$)

	FY17 Projected	FY16 Projected	FY15 Projected	FY14 Final	FY13 Final
Begin Fund Balance	\$2,079,019	\$3,466,010	\$3,602,218	\$3,068,245	\$2,267,968
Surplus / Shortfall	275,529	(1,386,991)	(136,208)	533,973	800,277
Reserve (fixed \$ value)	(1,400,000)	(1,400,000)	(1,300,000)	(1,300,000)	(1,200,000)
End Fund Balance	\$954,548	\$679,019	\$2,166,010	\$2,302,218	\$1,868,245



CalPERS Contribution

Type	FY15 - Actual	FY16 Actual	FY17 Estimate
Miscellaneous	21.912%	24.030%	25.900%

Note: Rates do not include the CoB-paid Employee Rate of 8%

- New CalPERS smoothing policy adopted April 2013
- Designed to pay off existing unfunded liabilities over a fixed 30 years
- 5-year ramp up/5-year ramp down
- Increased rates appear FY 2016

FY 2016 Budget Highlights Library Tax Fund (301)

Non-Discretionary

- Wages: +\$44,681
- CalPERS: +\$152,128
- Reserve: +\$100,000

Discretionary (allocated)

- Adult Programs: \$5,000 (matching)
- Programming Committee: \$10,000
- Staff Day: \$10,000
- Book Fair: \$10,000
- Central Meeting Room A/V: \$50,000
- Central Staff Furniture Replacement: \$75,000
- Library Materials: \$1,300,000
- Central Improvement-Prof. Svcs: \$350,000
- Central Improvement-Construction: \$1,125,000

Summary Budget for FY16/17

Material Items:

- Library Tax Index Rate for FY 2016
- CalPERS Contributions – New Smoothing Policy
- COLAs for FY 2016 and FY 2017

Address priorities & service commitments:

- Right and proper staffing
- Prudent use of fund balances
- Maintain libraries fiscal and physical health
- Make incremental cost neutral changes to Operations

FY16/17 Biennial Budget Presentation Calendar

10 DEC 2014	Discussion and Action on Budget Priorities for FY 2016 & FY 2017
14 JAN 2015	Extended Action on Budget Priorities for FY 2016 & FY 2017 <i>(if needed)</i>
TBD FEB 2015	Internal Staff Budget Workshop
11 FEB 2015	BOLT FY15-2Q (mid-year) Report
6 MAR 2015	Library Council Budget Presentation and Discussion
11 MAR 2015	BOLT Budget Workshop
TBD APR 2015	Staff Budget Presentation
22 APR 2015	BOLT Recommendations on Draft Budget
13 MAY 2015	BOLT Recommendations on Draft Budget, Tentative Adoption
10 JUN 2015	BOLT Recommendation to City Council, Final Adoption

FY16/17 Biennial Budget Presentation Conclusion

- Public Comments
and
- Board Discussion

MINUTES
BERKELEY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES SPECIAL MEETING
Wednesday, February 11, 2015, 5:30 P.M.

SOUTH BRANCH LIBRARY – 1901 RUSSELL STREET

Board of Library Trustees:

Chair Abigail Franklin	Winston Burton
Vice Chair Julie Holcomb	Darryl Moore
	Jim Novosel

I. PRELIMINARY MATTERS

A copy of the agenda packet and a digital recording of the meeting is accessible at <http://www.berkeleypubliclibrary.org/about/board-library-trustees>

A. Call to Order: 5:30 P.M.

Present: Trustees Burton, Franklin, Holcomb, Moore and Novosel.

Absent: None

Also Present: Jeff Scott, Director of Library Services; Suzanne Olawski, Deputy Director of Library Services; Dennis Dang, Administrative and Fiscal Services Manager; Andrea Mullarkey, Teen Librarian; Debbie Carton, Librarian Specialist II; Lisa Hesselgesser, Librarian Specialist II, Eve Franklin, Administrative Secretary.

B. Public Comments:

1. Charles Austin – Reported the City Council had approved a request that the Library Board of Trustees consider naming the South Berkeley Library for Tarea Hall Pittman.

C. Report from library employees and unions, discussion of staff issues:

1. Andrea Mullarkey, SEIU 1021 Shop Steward – Spoke regarding Security Committee, Strategic Plan and Exhibition Policy.
2. Debbie Carton, Art & Music Librarian - Spoke regarding changing of BOLT meeting starting times and difficulty for staff to attend. (Attachment #1)

D. Report from Board of Library Trustees:

1. Trustee Moore
 - a. Reported that the City Council had unanimously approved recommending that the Board of Library Trustees consider naming the South Berkeley Library for Tarea Hall Pittman.
 - b. Attended ALA Conference in Chicago
2. Trustee Novosel – reported on book weeding article
3. Trustee Burton – reported attending the City Council Meeting where Director Jeff Scott gave a presentation on the Library.
4. Trustee Franklin – Reported attending the ALA Conference.

II. PRESENTATIONS CALENDAR

A. Strategic Plan Update

Postponed to a later date.

III. CONSENT CALENDAR

Consent Calendar Item C was pulled for discussion.
Action Calendar Item A was moved to the Consent Calendar

M/S/C Trustee Burton / Trustee Novosel to adopt Resolution # R15-081 approving the Consent Calendar except for item C and with the addition of Action Calendar Item A..
Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None.
Abstentions: None.

A. Approve minutes of January 14, 2015 Regular Meeting

From: Director of Library Services
Recommendation: Adopt a resolution to approve the minutes of the January 14, 2015 Regular Meeting as presented.
Financial Implications: None.
Contact: Jeff Scott, Director of Library Services
Action: Adopted Resolution # R15-082

B. California State Library FY 2015 Grant Funds from the California Library Literacy Services (CLLS) Program

From: Director of Library Services
Recommendation: Adopt a resolution authorizing the Director of Library Services to accept the second and final payment of \$34,011 of the FY 2015 CLLS grant fund award of \$49,011.
Financial Implications: None.
Contact: Jeff Scott, Director of Library Services
Action: Adopted Resolution # R15-083

C. Contract: Califa Group for Advanced Network Data Services

This item was pulled for discussion

From: Administrative and Fiscal Services Manager
Recommendation: Adopt a resolution authorizing the Director of Library Services to enter into a contract with Califa Group ("Califa"), a California public benefit corporation, for the provision, installation, and maintenance of advanced network (data) services in an amount not to exceed \$200,000 for the projected period from Spring 2015 through June 30, 2017 with automatic renewals subject to cancellation by notice of either party.
Financial Implications: None.
Contact: Dennis Dang, Administrative and Fiscal Services Manager
Action: M/S/C Trustee Holcomb / Trustee Moore to adopt Resolution # R15-84 approving the Consent Calendar except for item C.
Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None.
Abstentions: None.

D. Moving Expense Reimbursement

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution authorizing the Library to reimburse eligible moving expenses to Mr. Dennis Dang, Administrative and Fiscal Services Manager.

Financial Implications: None.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: Adopted Resolution # R15-085

IV. ACTION CALENDAR REPORTS

A. Bulletin Board and Free Printed Matter Policy

This item was moved to the Consent Calendar

From: Deputy Director of Library Services

Recommendation: Adopt a resolution approving the policy as presented effective February 12, 2015.

Financial Implications: None.

Contact: Suzanne Olawski, Deputy Library Director

Action: Adopted Resolution # R15-086.

Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None.

Abstentions: None.

B. Policy Governing Use Of Exhibit Spaces

From: Deputy Director of Library Services

Recommendation: Adopt a resolution instituting a policy governing use of exhibit spaces at all Library facilities.

Financial Implications: None.

Contact: Suzanne Olawski, Deputy Library Director

Action: M/S/C Trustee Holcomb / Trustee Moore to adopt Resolution # R15-087.

Vote: Ayes: Trustees Franklin, Holcomb, Moore and Novosel. Noes: Trustee Burton. Absent: None.

Abstentions: None.

C. FY15 – Half-year Budget Report and Annual Appropriation Ordinance #2

From: Administrative and Fiscal Services Manager

Recommendation: Adopt a resolution amending the FY 2015 Revised Budget for specified Fund entities based upon the appropriation of adjustments of \$19,011 for revenues and \$56,408 for expenditures.

Financial Implications: None.

Contact: Dennis Dang, Administrative and Fiscal Services Manager

Action: M/S/C Trustee Moore / Trustee Novosel to adopt Resolution # R15-088.

Vote: Ayes: Trustees Burton, Franklin, Holcomb, Moore and Novosel. Noes: None. Absent: None.

Abstentions: None.

V. INFORMATION REPORTS

A. February 2015 Monthly Report from Library Director

From: Director of Library Services

Contact: Jeff Scott, Library Director

Action: Received.

B. Library events

From: Director of Library Services
Contact: Jeff Scott, Library Director
Action: None.

VI. AGENDA BUILDING

The next meeting will be a Regular Meeting held at 6:30 PM on Wednesday, March 11, 2105 at the South Branch Library, 1901 Russell Street, Berkeley.

Future agenda items:

- BOLT Meeting Start Time
- Request to rename the South Branch update
- Book Vending Machine
- Measure FF Bond Funds
- Arntz Settlement
- ALA Annual Meeting in San Francisco
- Tool Lending Library

VII. ADJOURNMENT

Adjourned at 6:32 P.M.

COMMUNICATIONS: none

SUPPLEMENTAL COMMUNICATIONS AND REPORTS:

1. Debbie Carton letter regarding Board of Library Meeting start time

I want to speak about changing the time for BOLT meetings. Currently with 5:30 start time for public comment and Union report, all fulltime staff are at work at this hour. The 5:30 start time precludes staff attendance. While supervisors have been notified to flex time as much as possible to allow staff to attend (at least one from each branch), current start time is during the closing hour for Central library, when more hands are needed to safely close the building. It's also during the lunch hour period for the branches, once again making it difficult for supervisors to release employees to attend BOLT. This means that if an entire department wishes to attend BOLT to make a statement, they will be unable to, as employees are needed to keep the library open and/or support closing procedures.

Library employees are not alone in working until 6- it's a standard end of the workday for many businesses, public and private. This means that much of the public, who are welcome at BOLT meetings, are likewise impacted in their ability to attend and speak to BOLT about their concerns.

"Public" is our middle name. Please keep BOLT meetings more easily accessible to the public we serve, and to the front line staff who serve the public.

At one time, BOLT meetings started at 7 p.m. The start time was moved up because there was a time when BOLT meetings ran very late, due to large crowds of attendees (both staff and public) and controversial issues. However, as BOLT meetings now tend not to last for 3 hours, moving the meetings to a later start time would send a message to both staff and the public we all serve that their attendance and input are encouraged.

Thank you.



CONSENT CALENDAR

March 11, 2015

To: Board of Library Trustees
From: Jeff Scott, Director of Library Services
Subject: Reappoint Trustee Julie Holcomb to serve a second four-year term commencing May 15, 2015

RECOMMENDATION

Adopt a resolution approving the recommendation to City Council to reappoint Trustee Julie Holcomb to serve a second four-year term commencing May 15, 2015.

BACKGROUND

The Board of Library Trustees consists of five members appointed by the City Council upon recommendation of the Board of Library Trustees. Board members are appointed for terms of four years, serve without compensation, and must be Berkeley residents.

Trustee Julie Holcomb's first four year term will end on May 14, 2015. The Board may choose to recommend to the City Council reappointment of Trustee Holcomb to a second term or initiate a recruitment process to select a new applicant.

FISCAL IMPACT

There is no fiscal impact.

CURRENT SITUATION AND ITS EFFECTS

Trustee Holcomb is currently serving as a Trustee as a result of her appointment to the board by City Council resolution on May 5, 2011 for a four-year term commencing May 14, 2011. Per Berkeley Municipal Code Chapter 3.04.010, "The term of office of the members of the board shall be four (4) years." The practice of the Board has been to support Trustees expressing an interest in serving a second term of office by putting forward a recommendation to the City Council in advance of the terms expiration to ensure continuity and a full complement of Trustees to conduct business.

Trustee Holcomb has indicated a willingness and desire to serve a second term.

FUTURE ACTION

There is no action required.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

Attachment 1

RESOLUTION NO.: 15-___

**REAPPOINTMENT OF JULIE HOLCOMB TO THE BOARD OF LIBRARY TRUSTEES
FOR A SECOND FOUR-YEAR TERM ENDING ON MAY 15, 2019**

WHEREAS, Trustee Julie Holcomb first four-year term will end on May 14, 2015 and

WHEREAS, Trustee Holcomb is eligible for a second four-year term, which will end on May 15, 2019;
and

WHEREAS, Trustee Holcomb is currently serving as Vice Chair of the Board of Library Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the City Council of the City of Berkeley reappoint Trustee Julie Holcomb for a second four-year term beginning on May 15, 2015 and ending on May 15, 2019.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on March 11, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees



CONSENT CALENDAR

March 11, 2015

To: Board of Library Trustees
From: Jeff Scott, Director of Library Services
Subject: Reappoint Trustee Jim Novosel to serve a second four-year term commencing May 15, 2015

RECOMMENDATION

Adopt a resolution approving the recommendation to City Council to reappoint Trustee Jim Novosel to serve a second four-year term commencing May 15, 2015.

BACKGROUND

The Board of Library Trustees consists of five members appointed by the City Council upon recommendation of the Board of Library Trustees. Board members are appointed for terms of four years, serve without compensation, and must be Berkeley residents.

Trustee Jim Novosel's first four year term will end on May 14, 2015. The Board may choose to recommend to the City Council reappointment of Trustee Novosel to a second term or initiate a recruitment process to select a new applicant.

FISCAL IMPACT

There is no fiscal impact.

CURRENT SITUATION AND ITS EFFECTS

Trustee Novosel is currently serving as a Trustee as a result of his appointment to the board by City Council resolution on May 5, 2011 for a four-year term commencing May 14, 2011. Per Berkeley Municipal Code Chapter 3.04.010, "The term of office of the members of the board shall be four (4) years." The practice of the Board has been to support Trustees expressing an interest in serving a second term of office by putting forward a recommendation to the City Council in advance of the terms expiration to ensure continuity and a full complement of Trustees to conduct business.

Trustee Novosel has indicated a willingness and desire to serve a second term.

FUTURE ACTION

There is no action required.

Attachments:

1. Resolution

BOARD OF LIBRARY TRUSTEES

Attachment 1

RESOLUTION NO.: 15-___

**REAPPOINTMENT OF JIM NOVOSEL TO THE BOARD OF LIBRARY TRUSTEES
FOR A SECOND FOUR-YEAR TERM ENDING ON MARCH 23, 2017**

WHEREAS, Trustee Jim Novosel first four-year term will end on May 14, 2015 and

WHEREAS, Trustee Novosel is eligible for a second four-year term, which will end on May 15, 2019;
and

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the City of Berkeley to recommend that the City Council of the City of Berkeley reappoint Trustee Jim Novosel for a second four-year term beginning on May 15, 2015 and ending on May 15, 2019.

ADOPTED by the Board of Library Trustees of the City of Berkeley at a regular meeting held on March 11, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services

Serving as Secretary to the Board of Library Trustees



ACTION CALENDAR

March 11, 2015

TO: Board of Library Trustees
FROM: Jeff Scott, Director of Library Services
SUBJECT: REGULAR MEETING START TIME FOR THE BOARD OF LIBRARY TRUSTEES

RECOMMENDATION

Adopt a resolution approving the Board of Library Trustees meeting start time.

FISCAL IMPACT

This report will have no fiscal impacts.

BACKGROUND

The Board of Library Trustees approves the following year's regular meeting schedule during one of its last meetings toward the end of each year. These regular meeting dates occur on the second Wednesday of each month, except for August due to a meeting recess. The board approved the 2015 schedule of meeting dates and a start time of 5:30PM by resolution # R14-065 on November 12, 2014.

The board may choose to change any part of their regular meeting schedule, including the date, time or location and to schedule special meetings as needed in accordance with the Brown Act and the City of Berkeley Commissioners' Manual.

CURRENT SITUATION AND ITS EFFECTS

At the February 11, 2015 regular meeting of the Board of Library Trustees, during the staff reports segment the staff labor representative expressed concerns about staff ability to attend board meetings at the scheduled start time of 5:30PM and requested that the board reconsider revising the start time to a later time to allow more staff to attend the meetings. Consequently, during the agenda building segment for the March 11, 2015 meeting, the trustees agreed to start the March meeting at 6:30PM and to place on that meeting's agenda the item to discuss revising the start time.

After discussion, the board may choose to maintain or revise the currently scheduled 5:30PM start time.

FUTURE ACTION

No further action is required.

Attachments:

1. Resolution
2. 2015 Board of Library Trustees Meeting Schedule (approved 11/12/2014)

BOARD OF LIBRARY TRUSTEES

RESOLUTION NO.: R15-___

REGULAR MEETING START TIME FOR THE BOARD OF LIBRARY TRUSTEES

WHEREAS, the Board of Library Trustees approves the next year's regular meeting schedule and meeting start time during one of its last meetings each year; and

WHEREAS, the Board of Library Trustees of the City of Berkeley approved the 2015 schedule of meeting dates and start time of 5:30 PM via resolution #R14-065 on November 12, 2014; and

WHEREAS, at the February 11, 2015 regular meeting of the Board of Library Trustees, during the staff reports segment the staff labor representative requested the trustees reconsider revising the start time to a later time to allow more staff to attend the meetings; and

WHEREAS, at the March 11, 2015 regular meeting of the Board of Library Trustees, the Board discussed the meeting start time.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees to approve the regular meeting start time of ___ PM.

ADOPTED by the Board of Library Trustees of the City of Berkeley during a regular meeting held on March 11, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Abigail Franklin, Chairperson

Jeff Scott, Director of Library Services
Serving as Secretary to the Board of Library Trustees

**Berkeley Public Library
Board of Library Trustees
2015 Meeting Schedule
5:30 P.M.**

Regular Meeting Dates	Location
January 14, 2015	South Branch Library (1901 Russell Street)
February 11, 2015	South Branch Library (1901 Russell Street)
March 11, 2015	South Branch Library (1901 Russell Street)
April 22, 2015 *	South Branch Library (1901 Russell Street)
May 13, 2015	South Branch Library (1901 Russell Street)
June 10, 2015	South Branch Library (1901 Russell Street)
July 8, 2015	South Branch Library (1901 Russell Street)
{No meeting in August}	
September 9, 2015	South Branch Library (1901 Russell Street)
October 14, 2015	South Branch Library (1901 Russell Street)
November 18, 2015 **	South Branch Library (1901 Russell Street)
December 16, 2015 ***	South Branch Library (1901 Russell Street)

* In lieu of April 8, 2015 meeting (Passover)

** In lieu of November 11, 2015 meeting (Veteran's Day Holiday)

*** In lieu of December 9, 2015 meeting (Chanukah Day 3)



INFORMATION CALENDAR

March 11, 2015

TO: Board of Library Trustees
FROM: Jeff Scott, Director of Library Services
SUBJECT: Renaming of South Branch Library

RECOMMENDATION

Receive report from Jeff Scott, regarding update on South Branch Library Renaming.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

At the February 11, 2015 Board of Library Trustees (BOLT) meeting, the Library received Mr. Charles Austin's request to rename the South Branch Library after Ms. Tarea Hall Pittman. A letter was attached detailing her accomplishments as was a petition, with 1,000 signatures, to change the name. As per the *Library Facilities Naming Policy*, the submitted information was reviewed by staff.

CURRENT SITUATION AND ITS EFFECTS

The Library has very specific requirements to consider renaming a library facility. The *Library Facilities Naming Policy* was approved by the Board of Library Trustees on January 11, 2012 by resolution #12-004 and revised on February 12, 2015 by resolution #14-014 (attachment 1).

Of particular note are items 3e and item 4:

3. The Board of Library Trustees shall recommend a change to the name of a specific branch library only where:
 - e. A proposed honoree is associated with a myriad of services and has dedicated a substantial amount of energy, time, resources, leadership and/or volunteer service to improve and benefit the Berkeley Public Library system or the library facility in question.

The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the Berkeley Public Library system or the library facility in question over a great span of time.

4. Adding the name of a person to a library facility is reserved for the rare individual whose dedication and service to the Berkeley Public Library system or the library facility in question is extraordinary, unique and of the highest quality."

In addition, the Procedures for Evaluating Proposals to Change the Name of a Library Facility state:

1. If the proposal involves the addition of the name of a person to the geographic name of a library, the proponents of the name addition will be asked to provide thorough and rigorous written research demonstrating that the proposed honoree meets the stringent criteria set forth in this Policy.

At this time, we have not received information on these items from the requesting group, per the *Library Facilities Naming Policy*. Until this information is received by the Library, the renaming process cannot proceed. Mr. Austin approached the Library to request more time to perform the written research regarding Ms. Tarea Hall Pittman's direct involvement with the library. Library staff will review this information once it is submitted and make a recommendation to the board at its April 22, 2015 meeting.

FURTHER ACTION

No further action is needed.

Attachments:

- 1) Library Facilities Naming Policy

**BERKELEY PUBLIC LIBRARY
POLICIES**

SUBJECT: Library Facilities Naming Policy

ORIGINAL DATE:	01/11/2012
BOLT Resolution #:	14-014
REVISED DATE:	02/12/2014
PAGE:	1

It has been the practice of the Board of Library Trustees for the Berkeley Public Library, and shall henceforth be the formal policy of the Board, to name libraries according to their geographic location in the City and/or to identify each branch facility with the neighborhood where it is located or the neighborhood it primarily serves. This policy enables patrons to easily ascertain the general location of a Library facility. While Berkeley's Central Library was originally known as "Main," our North, South, Claremont and West branch libraries have maintained their original names since the early part of the 20th century, although they have all changed locations at least once, and an "Ashby" branch was apparently merged into the South Berkeley Branch in 1927.

1. This policy includes the naming of rooms or other areas or features within branch libraries or within other library facilities.
2. It shall be the general policy of the Board not to name any library facility for any person, living or deceased. However, in the rare instance where there are reasons so compelling that adding the name of a person to the geographic name of a specific branch library, or to another library facility, may be appropriate, it shall be the policy of the Berkeley Public Library to not recommend the naming of any library facility for any living person, or for any person deceased less than five years. This restriction permits the Board of Library Trustees to evaluate the lifetime contributions and accomplishments of a proposed honoree, and protects from making decisions in reaction to transitory or emotional considerations.
3. The Board of Library Trustees shall recommend a change to the name of a specific branch library only where:
 - a. There must be a strong consensus among library users and, residents of the surrounding neighborhood, to change the name of the library facility in question;
 - b. The new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the Library as an institution, and
 - c. It must be in the public interest to approve the proposed name.
 - d. A proposed honoree should reflect the spirit of the Berkeley Public Library's mission of free and equal access to information for all;
 - e. A proposed honoree is associated with a myriad of services and has dedicated a substantial amount of energy, time, resources, leadership and/or volunteer service to improve and benefit the Berkeley Public Library system or the library facility in question. The depth and breadth of the contributions must be obvious and compelling and must reflect a dedication and beneficence to the Berkeley Public Library system or the library facility in question over a great span of time.
4. Adding the name of a person to a library facility is reserved for the rare individual whose dedication and service to the Berkeley Public Library system or the library facility in question is extraordinary, unique and of the highest quality.

PROCEDURES FOR EVALUATING PROPOSALS TO CHANGE THE NAME OF A LIBRARY FACILITY

Procedures for naming or renaming a library facility or space therein is covered in, The Berkeley City Council Rules of Procedure and Order. The Board of Library Trustees is the designated ‘lead commission’: overseeing, evaluating, and ultimately advising the council on any naming or renaming application of a public facility, in this case library operated facilities. The city policy further states, the lead commission shall receive and coordinate comment and input from other commissions and the public as appropriate. The procedure for hearing requests is set by the City of Berkeley, City Council Policy. Following completion of the process, the Board shall forward to Council its recommendation for final consideration.

In Addition,

1. If the proposal involves the addition of the name of a person to the geographic name of a library, the proponents of the name addition will be asked to provide thorough and rigorous written research demonstrating that the proposed honoree meets the stringent criteria set forth in this Policy.
2. The Board Chair shall schedule one or more meetings in the branch library for which the name is proposed and/or elsewhere in the neighborhood served by such facility, to obtain direct testimony from members of the public living in the neighborhood of the facility.
3. After giving proponents of the name change and the public an opportunity to be heard, after obtaining direct neighborhood testimony (in the case of a branch library proposed name change), and upon proper notice, the Board of Library Trustees shall call for a vote on the issue of whether the proposal meets the criteria set forth in this Policy and whether it is in the public interest to change the name of a library facility. The affirmative vote by a majority of the members of the Board of Library Trustees shall be required to recommend the change of a name of a library facility. In all cases involving branch libraries, the geographic name of the facility shall precede any added honorific name.
4. The Board of Library Trustees shall, either at the time it votes to recommend a name change, or in a subsequent meeting, designate the method of display of the new name or addition, which may be by exterior building signage, interior plaque, or any other means appropriate to the specific site. The party who proposed a name change of a branch library or other library facility shall bear all costs associated with changing the name, including staff time and material expenses, unless the Board of Library Trustees finds it in the public interest to waive this requirement in whole or in part.

Reviewed by:	_____	_____
	Director of Library Services	Date
Approved by:	_____	_____
	Chair, Board of Library Trustees	Date



INFORMATION CALENDAR

March 11, 2015

TO: Board of Library Trustees
FROM: Jeff Scott, Director of Library Services
SUBJECT: Director's Report

RECOMMENDATION

Receive monthly report from Jeff Scott, Director of Library Services.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

This is a report provided by the Director of Library Services on a Monthly Basis.

CURRENT SITUATION AND ITS EFFECTS

Update on Teen Renovation at Central AKA Inventing Your Library

On February 25th we had our kick-off meeting for Inventing Your Library (formerly referred to as the Teen Renovation at Central) with 13 students from a variety of locations in Berkeley. The group was tasked with 3 goals:

- Educating about architectural projects.
- Inform about space and goals (interaction and use)
- Inform about preferences (furniture, sound design and carpet)

BOLT will meet with this group at the April meeting. So far we are receiving a great deal of feedback and positive energy from the group.

Update on Security Audit

The Security Team had their first meeting on February 18th for a webinar (*How to Respond to a Security Incident in Your Library* 90-minute workshop with Dr. Steve Albrecht) with a subsequent follow-up meeting. The Team also attended a webinar, Emergency Preparedness: Response and Recovery (<http://www.amigos.org/node/1912>, on February 24 and 26th. We are currently investigating using online tools to develop disaster, emergency operation plan. We are currently reviewing our behavior

policy to make adjustments along with training. We should see that come before BOLT in the next few months.

Update on Strategic Plan

In the past month I have met with various local agencies and officials to revisit our strategic planning notes. I am working with the library managers to align services to best meet community needs. This information will be reflected in the draft of the Strategic Plan.

2015 Berkeley Design Advocates (BDA) Design Awards

Berkeley Design Advocates has selected both South Branch and West Branch as part of a group of twelve outstanding projects that were completed between January 2013 and December 2014. The 11th biennial BDA Design Awards ceremony will be held on Wednesday March 18, starting at 6:30 pm, at the Aurora Theater, 2081 Addison Street, downtown Berkeley.

West Branch Library Zero Net

Numerous articles attached about Berkeley Public Library's West Branch distinction as the first "Zero Net Library" in California. Kudos to all the architects, contractors, staff, and the community for making this happen.

Organizational Chart Change

As part of the strategic planning process we will need to make some organizational chart changes. This is reflected in the budget workshop documentation. We are moving Technical Services away from information Technology and placing them with Collection Development. This will allow Collection Development and Technical Services work closely together on issues with the collection. Collection Development orders and tracks library materials and Technical Services processes and maintains the library's collection.

Further changes will have Adult Services report directly to the Director of Library Services to allow increased focus on Collection Development changes. This will also broaden Anwan Baker and Joy Shiohita's role in managing the Central Library.

Lastly, we will have a proposal to centralize the collection development ordering. Currently, we have over 25 selectors at the library who each have to manage the technical ordering. It takes up about 20% of their time. The goal is to reduce the amount of technical ordering these selectors do to free up that time for other tasks in alignment with the strategic plan. We are currently working with selectors to develop a plan to reduce their workload while also allowing them to provide input and specialty for the collection.

Public Library Director's forum

The California State Librarian Greg Lucas calls an annual Public Library Director's Forum. This year was in Ontario California. This forum allows library directors from throughout the state to converse and discuss state-wide issues with the library budget, reporting, and a coordinative way forward for libraries. This is a valuable feedback loop that informs the State Librarian for the funding needs at the local level. The State Library currently distributes funding through the California Library Services Act.

Monthly Staff Meetings

I am currently working on a plan to hold monthly staff meetings. My goal is improve staff communication without harming public hours. I will put together a proposal at the next BOLT meeting to hold the meetings on the last Friday of the month.

FURTHER ACTION

No further action is needed.

Attachments:

- 1) West Branch Library Zero Net
- 2) 2015 Berkeley Design Advocates (BDA) Design Awards

Berkeleyside

Berkeley, CA's independent news site

Berkeley's West Branch first 'net zero' library in the state

February 19, 2015 2:30 pm by [Frances Dinkelspiel](#)



Berkeley's West Branch Library at 1125 University Ave. Photo Richard Friedman

The [West Branch of the Berkeley Public Library](#), which opened in December 2013, produced more energy that it used in 2014, and it has been officially anointed as the first "net zero" library in the state and only the third municipal building of its kind in the nation.

"Libraries embody a community's values," Jeff Scott, the Director of Library Services, said in a press release announcing the energy savings. "It's fitting that the Berkeley Public Library's West Berkeley branch brings together City values of education and sustainability. This is an amazing accomplishment by Berkeley voters, library patrons, a dedicated group of Berkeley Public Library staff and our local design firms and contractors."

The announcement comes shortly after [the release of the library's annual report](#), which was full of interesting user statistics, and the library's major annual fundraising event, the Author's Dinner, put on by the Berkeley Public Library Foundation (see a photo gallery of the evening below).

Highlights of the Berkeley Public Library's annual report include:

- Library staff issued 109,078 new library cards, which featured five new designs.
- Materials from books and media circulated 1,973,998 times.
- Staff answered 320,385 reference questions – a 66% increase over last year.

- There were 176,479 computer sessions logged during the year.
- The library launched a new website and saw 400,000 visits in the first five months alone.
- The branch libraries extended their hours, raising the number of open hours to 52 per week.
- Despite the closure of West Branch for part of FY 2014, there were more than 1.3 million visitors to the system.
- In 2014, there were 1,433,562 uses of the library's electronic resources—databases, e-books, digital magazines and streaming/downloadable music. That included 146,030 checkouts from the library's e-book collection, 11,505 checkouts on the e-magazine service, and 14,000 songs from a streaming and downloadable music platform.
- Volunteers in BerkeleyREADS, the adult and family literacy program recorded 6,120 tutoring hours, 1,000 more hours than last year. The 170 volunteer tutors helped 220 adult learners.
- The library put on more than 2,000 programs.
- The largest group of attendees was preschoolers. The 25,000 preschoolers at library programs represented 49% of the total program attendance – about five visits per Berkeley preschooler.



Berkeley Public Library Authors Dinner Feb. 7, 2015: Linda Schacht Gage, one of the emcees and a major organizer, and Victoria Wise, who opened Pig-By-The-Tail Charcuterie in Berkeley in 1973. She is the author of 14 cookbooks. Photo: Richard Friedman

The beauty of the main library was put on display on Feb. 7, when the Berkeley Public Library Foundation hosted its 13th annual Authors' Dinner. Hundreds of guests sat with celebrated authors and supported the library programs through ticket sales and a silent auction. Kathy Huff, the new executive director of the foundation, [was also introduced](#).

Huff, an East Bay resident, has more than 20 years experience working in non-profit leadership and fundraising. Huff earned a Master of Divinity degree from Harvard University and then worked with religious institutions with a focus on economic and environmental justice, affordable housing, public education, LGBTQ equality, and global human rights.

Read more stories and op-eds on the Berkeley Public Library.

The dinner [showcased the work of 30 authors](#), including Berkeley residents and those with UC Berkeley affiliations, such as Molly Katzen, Cal Peternall, Kermit Lynch, Daphne Miller, Chris Benton, Edward Frenkel, Donlyn Lyndon, Erin Scott, Terry Shames, Erik Tarloff, and Monica Wesolowska.

Other honored authors included Kathryn Ma, Victoria Wise, Louise Aronson, Katie Crouch, Sylvie Simmons, Dean Rader, Eve Pell, Bich Minh Nguyen, Edan Lepucki, Mick LaSalle, Joan Frank, Elizabeth Fischel, Angela Dominguez, Robert Dawson, Gregory Bellow, Natalie Baszile, Kim Bancroft, Jim Alinder, and Mary Street Alinder.



Bill Schechner and Natalie Baszile, author of *Queen Sugar*. Oprah Winfrey just announced that she has optioned the book for her OWN network and will star in a mini-series that will be directed by Ava DuVernay, the director of *Selma*. Photo: Richard Friedman



Mayor Tom Bates and Kermit Lynch, whose classic book, *Adventures on the Wine Trail*, is 25 years old. Photo: Richard Friedman



Table decorations at the dinner were created by Berkeley's Fourth Street store Castle in the Air. Photo: Richard Friedman



Guests enjoy appetizers at the Berkeley Public Library Authors Dinner on Feb. 7, 2015. Photo: Richard Friedman



Molly Katzen was the Honorary Chairperson for the evening. Her 12th book is called *The Heart of the Plate: Vegetarian Recipes for a New Generation*. Photo: Richard Friedman



Dr. Daphne Miller, associate professor at UCSF and the author of *Farmacology*, looks at auction items with Toni Garrett. Photo: Richard Friedman

Berkeley Design Advocates

5 March 2015

Ms Karena Quijano
Field Paoli Architects
150 California Street, 7th Floor
San Francisco CA 94111

Dear Ms Quijano:

Re: 2015 BDA Design Awards

Congratulations! Your submission to Berkeley Design Advocates for the South Berkeley Branch Library has been reviewed by our jury and selected to be recognized at our biennial Design Awards ceremony. This year we will honor 12 outstanding projects that were completed between January 2013 and December 2014.

Please accept our invitation to attend the 11th biennial BDA Design Awards ceremony. The ceremony will be held on Wednesday March 18, starting at 630pm, at the Aurora Theater, 2081 Addison Street, downtown Berkeley (adjacent to the Berkeley Rep). We expect that city staff and city councilmembers will be in attendance to join BDA in recognizing your accomplishment.

We offer our winners the opportunity to display one easel mounted board describing the project, which will be in the foyer of Aurora for inspection prior to the ceremony. In addition, we display images of the project during the recognition ceremony and may need additional images beyond what you submitted. Finally, we strongly encourage the entire project team to attend, including subconsultants, contractors and tradespeople, so we may recognize the entire scope of the project and the professions and trades that made it possible. Please coordinate with me on these graphic items prior to March 10 (email: phil@thearchitects.com or call 510-612-7901).

Berkeley Design Advocates is dedicated to improving the built environment and has worked for good planning and design in Berkeley since 1973. Our biennial design awards are the opportunity for the Berkeley community to celebrate great design in the built environment. We hope that you can join us for this fun and often inspirational event. We look forward to seeing you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Phil Henry'. The signature is written in a cursive, flowing style.

Phil Henry
Chair, BDA Design Awards 2015

Berkeley Design Advocates

5 March 2015

Mr. Gerard Lee, AIA
Harley Ellis Devereaux
360 17th Street, Suite 210
Oakland, CA 94612

Dear Mr. Lee:

Re: 2015 BDA Design Awards

Congratulations! Your submission to Berkeley Design Advocates for the West Berkeley Library project has been reviewed by our jury and selected to be recognized at our biennial Design Awards ceremony. This year we will honor 12 outstanding projects that were completed between January 2013 and December 2014.

Please accept our invitation to attend the 11th biennial BDA Design Awards ceremony. The ceremony will be held on Wednesday March 18, starting at 630pm, at the Aurora Theater, 2081 Addison Street, downtown Berkeley (adjacent to the Berkeley Rep). We expect that city staff and city councilmembers will be in attendance to join BDA in recognizing your accomplishment.

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Sincerely,

Phil Henry
Chair, BDA Design Awards 2015



INFORMATION CALENDAR

March 11, 2015

TO: Board of Library Trustees
FROM: Jeff Scott, Director of Library Services
SUBJECT: Library Operations Report

RECOMMENDATION

Receive monthly on Library Operations.

FISCAL IMPACT

There is no fiscal impact from this report.

BACKGROUND

This is a monthly report on library operations and includes the following categories.

- Adult Services (Reference/Arts and Music, can also be included in Branch report)
- Branches: North, South, West, Claremont, Central
- Berkeley Reads Adult Literacy Program
- Children's Services
- Circulation Services
- Collection Development
- Facilities
- Human Resources
- Information Technology
- Technical Services
- Teen Services (can be incorporated in branch report)

CURRENT SITUATION AND ITS EFFECTS

See attached reports.

FURTHER ACTION

No further action is needed.

Attachments:

- 1) Adult Services Report
- 2) Berkeley READS Report
- 3) Central Children's Room Report
- 4) Circulation Services Report
- 5) Claremont Report
- 6) Collection Development
- 7) Facilities Report
- 8) Human Resources Report
- 9) Information Technology Report
- 10) North Branch Report
- 11) South Branch Report
- 12) Technical Services Report
- 13) Teen Services Report
- 14) Tool Lending Library Report
- 15) West Branch Report
- 16) February Statistics

Highlights

There were 4 Library on Wheels events in February including our first visit to the South Berkeley Senior Center. During this visit, we promoted our computer classes and gave an onsite class on using the Library's website to find books, stream movies and more. We also made our second visit to Berkeley City College where we talked about the Library's online services and made library cards for students and staff. The Library on Wheels and staff also visited the North and South Berkeley Farmers' Markets. At the South Market, we were joined by Andrea and Josh from the South Branch who did a special comic book button making craft event. Over 20 kids made their own buttons using discarded graphic novels from the library's collection. In February, The Library on Wheels signed up 19 people for library cards and checked out 28 items. Here are some [photos](#) from our visits to BCC, The North Berkeley Market, and the South Berkeley Market. The Library on Wheels service is sponsored by the Berkeley Public Library Foundation.

General Information

The Central Reference desk was especially busy in February with an increased volume of tax-related and Affordable Care Act (ACA) questions. To address concerns patrons have about the ACA enrollment process, Reference staff partnered with American Health Advocates to visit Central for enrollment assistance. 76 people came in for advice and 32 people were enrolled. Reference staff, also busy with programming, had almost 200 patrons attending Super Cinema.

Staff worked on designing new signage for the 3rd floor magazine area this month and will replace the existing signage in March. Reference staff worked on weeding the 500s and reference areas of the collection during February. Anwan Baker and Dan Beringhele began an 8-week computer class for seniors this month. This class was developed from a partnership formed with the Center for Independent living during the spring 2014 community engagement component of our Strategic Planning efforts.

The Central Art & Music department continued to work on weeding the reference collection during the month of February. A&M had a busy month with 4 programs and an Art Exhibit reception for Islamic Art Exhibit (IAE) who presented a group art exhibition "Women of Islam". The exhibiting artists gave an informative calligraphy demonstration and a brief overview of IAE and contemporary Islamic Art.

A&M librarian Debbie Carton visited staff at Northbrae Music Appreciation class to coordinate a visit to A&M. A&M staff also set up a meeting with UCB's head music librarian to discuss possibilities for future program collaborations.

The A&M department had some staffing changes in February with Dayna Holz resigning her position as Librarian II, Michele McKenzie beginning her sabbatical, and Rudy Tapia being selected as a NTE 6 month full time Specialist II.

Statistics

FY15-Central Adult Services	February	
	events	attendees
Pre-School (0-4) @Library		
Pre-School (0-4) outreach		
School Age (5-11) @Library		
School Age (5-11) outreach		
Young Adult (12-18) @Library		
Young Adult (12-18) outreach		
Adult @Library	11	428
Adult outreach	5	130
Senior @Library	2	24
Senior outreach	1	12
Computer usage		
Gate Count		
Circulation		
Meeting Room bookings	43	
Volunteer hours	147	
Information requests	7089	

Highlights

- Volunteer tutor training graduated 12 new tutors including 16 who attended the first day Orientation; 12 new tutors to be matched with 12 adult learners by mid-March.
- New Outreach Tutor (funded by California Library Literacy Services-yearly matching grant) began at newly seeded outreach site-New Bridge Foundation Residential Treatment Program-drug and alcohol treatment center in North Berkeley in response to Program Director’s request; two program clients scheduled for 45 minute tutoring sessions.
- Berkeley Public Library/Berkeley READS represented at Black Infant Health (COB) 2nd Annual Black History Month Celebration by invitation; Outreach Tutor and Adult Learner on Staff hosted a community relations table.
- Berkeley READS/Children’s Services submitted a First 5 Alameda County Community Support Grant FY 2015-2017 in representing the Berkeley Public Library to be an organization providing “early learning experiences” including the outcome of increased access.
- North Alameda AB86 Consortium identified Berkeley Public Library/Berkeley READS as a “partner” in the strategic planning process designed to enhance adult education via statewide effort.

General Information

Steady flow of students, tutors, matched pairs and community-based program groups attending the West Branch program office including the busier direct-client service days which provide small group instruction –Family Class; pre-GED preparation; Health Literacy; Adult Learner on Staff tutoring; Drop-In/Computer Lab at Central on Tuesday has experienced a busier student flow with the scheduling of an additional new Drop-In tutor.

Program Coordinator completed the CPR/Pathogen training (in representing the West Branch) and attended a meeting with the Bay Area Book Festival-Community Engagement Director-in confirmation for program proposal acceptance of Bay Area Library Adult Literacy Program/Adult Learner Book Testimonial Panel.

Statistics

FY15-Berkeley READS(unduplicated)	February	
	events	attendees
Pre-School (0-4) Monthly Outreach Story Visits @ 9 sites		308
School Age (5 yrs.) Monthly Story Visits		20
Adult Literacy Students @Library		141
Adult Literacy Students in Outreach Tutoring		1
Computer usage in West/Central Computer Lab		41
Volunteer Tutor Hours		378
Volunteer Other + work-study student Hours		128

A Very Special Thank You

The City of Berkeley Black Infant Health Program would like to say thank you to those who attended and supported our 2nd Annual Black History Month Celebration.

Your participation and support helped to make our event a success!

See you next year for our 3rd Annual Black History Month Celebration!

Sincerely

Ramona Benson, Coordinator

Sandra Hunter, CHWS, FHA

Highlights

Armin Arethna completed her service on the Newbery Medal selection committee. Award winners were announced in early February during the ALA Midwinter Meeting.

Central Children’s staff found a leftover bag of “I Have A Library Card” buttons with “Berkeley” misspelled, missing the second “e.” These buttons are given to children receiving their first library card. About 10 years ago, BPL ordered a large number of buttons, and staff did not discover the misprint until multiple children had received the buttons. At the time, the misspelled buttons were sent to the Berkley Public Library in Michigan, so we did the same with this leftover bag of misprinted buttons. Evidently the Michigan library had almost run out of the buttons, and the additional batch arrived at an opportune time. BPL was publicly thanked on the Michigan library’s Facebook page (see screenshot below). The story also captured television, newspaper, and online media attention.



At our monthly LEGO program, a 5-year-old participant diligently worked for over an hour to build a village.



LEGO “village” created by a 5-year-old participant

One Wednesday morning this month, we had a particularly long line of strollers belonging to story time attendees, multiple double-wide models included.



General Information

The entire department has received CPR training. Most staff attended the training this month, and the supervising librarian had been recertified in November 2014. CCR librarians who sometimes serve as the supervisor in charge (the entire department, minus our Specialist) also received Bloodborne Pathogen training.

Nonfiction DVDs were shifted to prepare for removing the top row of metal shelving in the children's DVD area. Safety consultant Warren Graham recommended this adjustment to the shelving height to improve sightlines.

Busy times in Circulation. Returns were high during the month of February and the President's Day holiday kept staff that sort and shelve library materials busy.

Our outstanding Library Assistant Rudy Tapia was selected by Art and Music to fill the temporary 40 hour Library Specialist 2 position. Rudy began his position on Monday March 2 and is missed already.

Russell Keys, Sam Clemons, and Barry Futterman attended the Blood Borne Pathogen / CPR training workshop on Thursday February 26. The training was excellent which will make dealing with Blood Borne Pathogens and CPR less of a mystery. We also received cards which validate our training in case we are ever called upon to use those newfound skills.

Books By Mail continues grow. We are still feeling our way through this new service as some of the patrons present challenges ranging from not being satisfied with some of the materials they are sent, to one patron writing on the delivery pouch demanding us to cancel the service because she failed to turn the return address card over and the post office kept re-delivering the bag she just returned, to another patron slicing the delivery bag open with a knife because he didn't realize he could just cut the zip-tie sealing the bag. Slowly these kinks will get worked out and we expect the service to operate just fine.

Gate Count – 40,174

Material Circulation – 65,066

General Information

Summary of activities at Claremont:

On February 12th we had the 5th meeting of the **Claremont Poetry Circle**, with 5 people attending, 3 of whom were return attendees. Participants shared their own work plus poetry by Robert Frost, Lord Byron, Louise Gluck, and others. One new participant had only brought her own work and I asked if she would feel comfortable cold reading a random poem from an anthology; she was agreeable and seemed to enjoy it and read the poem well. Two participants read from their cell phone screens. Everybody got three turns. Positive feelings. When leaving, promises to return. – Glenn



Screening of A Fault in Our Stars



Blind Date with a Book Display

Genre Month festivities – February was Romance month! Nikki spearheaded the fun **Blind Date with a Book** event at Claremont, with staff from all levels submitting kids, teen and adult titles for this project (pictures attached). Michael offered a special **Valentine's Day craft and story program** that drew 15 children and 14 adults and **the I Heart Me, Too** event drew 9 attendees. This Self-compassion workshop led by Neesha Patel was well-received, with participants giving it high marks and lingering long after the event to connect with each other and Neesha. February's **Read and Share book club** also had a romance-related theme, with most participants sharing a title that dealt with the theme of love in its many guises.

Though we continue to have issues with the Northern-most fireplace igniting, all other building concerns (drainage on Ashby, locking gate on Ashby) have been successfully resolved by Walter and his team!

Karin and Shani attended the Blood Borne Pathogen/CPR training at Central. Nikki continues to be very active on the DesignThink committee. Next month Nikki will launch a new programming initiative for

Teens which grew out of feedback from the kids who come regularly to the branch. She'll be starting a book club and will begin by reading all of the Harry Potter series over the next few months.

FY15-Claremont	February	
	events	attendees
Pre-School (0-4) @Library	21	1349
Pre-School (0-4) outreach	1	23
School Age (5-11) @Library	5	73
School Age (5-11) outreach	0	0
Young Adult (12-18) @Library	4	33
Young Adult (12-18) outreach	0	0
Adult @Library	4	24
Adult outreach		
Senior @Library		
Senior outreach		
Computer usage	1243	
Gate Count	6198	
Circulation	19,871	
Meeting Room bookings		
Volunteer hours	8	
Information requests	1524	
Children's circulation	10,323	

Together with staff, the Collection Development team has reviewed our database holdings and will amend the offerings in both content and presentation to make them more user friendly. Look for a database page facelift in the coming months.

Collection Development is moving to more centralized selection in the new fiscal year, our team is building a framework for a successful transition and keeping staff suggestions and feedback in mind as we tailor the new system.

We continue to find ways to make the patron experience better with high quality materials and modernized workflow to get those materials to our community more efficiently.

Highlights

Facilities participated as liaison for planning and providing technical assistance for the 2015 Authors Dinner held at Central on Saturday February 7th.

Facilities were implemental in the planning, removal, and installation of carpet in the Collection Development offices and the patching, painting, and removal of selected existing office furniture in the Administration and Collection Development Offices at Central. New furniture was installed in these offices during the month of February.

Facilities were implemental in planning the CPR & Blood Borne Pathogen Training held at Central on Thursday February 26th. The training was held by ICE Safety Solutions and (25) Central and Branch staff personnel participated.

General Information

Summary of activities (addressed work orders generated through Solar Winds and responded to emergency requests.)

Highlights

Training & Development

Staff participated in multiple training development activities this month. Berkeley Pubic Library contracted with ICE Safety Solutions to provide over 24 employees training on CPR/Blood Borne Pathogen. This training was critical in our work of refining the Library’s safety response procedures and increasing overall staff preparedness for handling real life emergencies. Due the overwhelming positive response, we are planning to offer a second course later this year. Lastly, the Library continues to seek creative ways for providing training to staff that is convenient and easily accessible. This fiscal year we have renewed our subscription with Lynda.com including purchasing additional licenses to meet the needs of staff. Lynda. com is a web-based training portal that offers thousands of training courses ranging from business communications, computer software tutorials to web design.

Volunteer Program

Our volunteer program has seen a steady flow of new volunteer applications. With the generous support of volunteers we are able to continue the vital work of serving the Berkeley community. BPL has successfully developed a partnership with Computer Technologies Program (CTP) to expand our volunteer pool and afford CTP students to gain real world experience in their area of study – Network and Technical Support. CTP students are paired with library staff to support our BPL staff in the electronic classroom and/or serve as a technology helper for patrons.

Staffing

We currently have vacancies in our Library Specialist II classification due to a recent retirement and resignation. These vacancies are being filled temporary by BPL staff which allows staff the opportunity to gain experience working in a higher classification and developed skills for upward career mobility.

General Information

Planning is underway for additional training development, volunteer and employee recognition events in the upcoming months.

Statistics

FY15-Human Resources	February
Volunteer hours	36.5

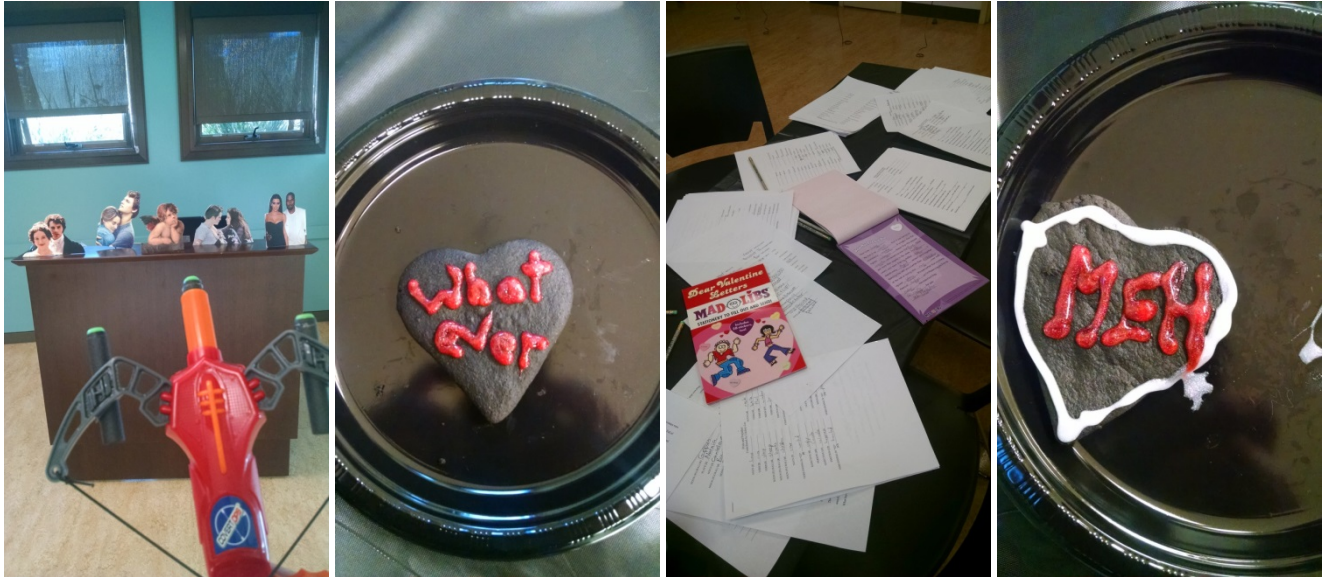
A recent achievement in the IT division is the completion of a project to standardize all public and staff computers on the Windows 7 operating system, and replacing the majority of staff computers at the Central Library with new PCs. Following the Branch Libraries' complete technology replacement during the 4 year Branch Renovation project, Central Library was the final location to receive upgraded systems. Standardizing on Windows 7, which is the current industry standard for business level computing, improves back end management of all of the Library's approximately 350 systems and allows IT staff to focus more on other priorities.

Additional achievements include:

- Upgrading all circulating laptops with Solid State Drives (SSDs), a more recent hard disk technology which significantly increases the speed of startup, overall operation and system performance. Feedback on this upgrade has been positive;
- Installing Digital Video Recorder/Capture (DVRs) units at the West, North and South branch Library Community Meeting Rooms for use by staff and public to record events and meetings. The units are integrated with each room's A/V system and allow us to simultaneously capture presenters and their presentations in one video. They can be controlled via the already existing touch panels. Documentation and training plans are in progress;
- Ensuring compliance to the Payment Card Industry (PCI) security standards by transitioning the "Pay Fines Online" system to a PCI certified vendor. This was part of a City wide initiative to become PCI compliant.
- IT has installed the latest standard in security certificates (SSL / TLS 1.2) on our catalog servers (Encore and Classic Catalog) and the Contact Us feedback server in order to secure private information going to our web site and catalog.

Highlights

- **Romance novelist Stacy Finz** kicked off genre month on February 5 with a spirited, informative session on how to write a romance novel, what exactly are the differences between romance, 'women's fiction,' and erotica, how to get published, and how to actually crank out 300 pages every four months.
- Then, on February 14, 25 self-proclaimed love-haters embraced their bitterness at North's **Anti-Valentine's Party**: taking out happy loving couples in Cupid's Shooting Gallery, decorating (and devouring) delicious black heart cookies, crafting duct-tape roses (black, of course), despoiling romantic classics, Mad-Libs style, and generally rocking out to the least romantic playlist Jack and Bill could concoct.



North's monthly **Book Club** read and discussed Eric Larson's *In the Garden of Beasts*. Of particular note: one participant shared stories of her immigration into the U.S. from Germany as a seven-year-old in 1938. Living history!

- Throughout the month, staff at North sent 47 adventurous patrons on **blind-dates with books** by selecting favorite titles from the shelves, writing brief, clever descriptions, and attaching those descriptions to the items after they had been lovingly gift-wrapped by Jack's teens. Patrons were encouraged to try something new, but not to unwrap the books until they had checked them out.
- **Maasai Warrior Chieftain Salaton Ole Ntutu** visited North on Saturday, February 28 to the delight and enlightenment of 78 visitors, who learned about the culture and heritage of Salaton and his native Kenyan tribe.



- **Asheba Asheba** graced North on February 11 with his delightful brand of Caribbean musical storytelling.
- The always-popular **Paws to Read** program concluded its Winter session at North, and will resume in March.
- Also perpetually popular are the **Teen Crafting** and **Game-Playing** events. Over 125 teens participated in one or more of these events in February.
- An interactive, audio-visual display on the history of the **Free Speech Movement** in Berkeley has been so popular with patrons at North that it will remain at least through the month of March. Patrons are frequently seen stopping to watch and listen to footage and audio of 'heroes' of the movement, including the ubiquitous Mario Savio.



General Information

- Many illnesses among staff at North in February
- David Howd and Gaby Fernandez attended CPR/BBP training
- David Howd volunteered at and attended the annual Performer's Showcase
- Bill Kolb joined the Library Security Task Force
- Bill Kolb began mentoring/assisting Syracuse Library School Student Lana Kang as she nears completion of her MLIS

Highlights

South Branch librarians connected with many neighbors at the South Berkeley Farmer's Market on February 17. Joined by librarians with the Library on Wheels, we made buttons out of comics and comics cootie catchers in preparation for a comics drawing workshop hosted at the branch on the 19th.

A screening of the Princess Bride on the 18th was targeted to teens but drew an intergenerational audience with viewers aged 2 to 60+.

Blind Date With a book ran for several weeks and patrons checked out 46 books! Some were duds, but many patrons commented on how much fun it was to take a chance on something.

Valentines for Vets was well-attended by kids who were having so much fun they did not want to leave. We extended the time for this program and over 40 attendees made dozens of cards that were shared with vets in a local hospital.

South Children's Report:**Highlights**

February was an incredible month for programming here at the South Library. Every single Saturday saw us conducting programs for an excited public. On the 7th we had an all-ages event where people made Valentine's cards with a focus on veterans at the VA hospital in Oakland (it was the closest). Then on February 21st, we had a Black history month program of performance of the works of Paul Robeson to the accompaniment of live music that drew in many, many seniors. The community room was packed to capacity – it holds about 110 people.



On February 28th we presented a free movie for all ages. The film was "Crooklyn", a story of an eclectic family in Brooklyn as they experience one life-change summer in the 70's as told through the eyes of 10 year African-American girl.

February was a short but exciting month for South Children's. Kirk Waller performed on Saturday February 14th and entranced a large group of mostly preschoolers. Kirk is a dynamic storyteller who is based in the SF Bay area but tells nationally and internationally.

We had a comic making event for kids that was well received. Kids learned about making comics and then drew their own creations. Please see pictures below.



Tuesday morning baby/toddler time continues to be well attended with a consistent following. Parent/child Yoga has started a 7 week session but has not developed a strong attendance yet.

General Information

Graphic Novels moved to make room for this high interest collection to grow. Chinese language collection maintenance nearing completion.

Statistics

FY15-South	January	
	events	attendees
Pre-School (0-4) @Library	6	243
Pre-School (0-4) outreach		
School Age (5-11) @Library	2	146
School Age (5-11) outreach		
Young Adult (12-18) @Library	8	91
Young Adult (12-18) outreach	1	10
Adult @Library	3	135
Adult outreach		
Senior @Library	1	75
Senior outreach	2	40
Computer usage		
Gate Count	13800	
Circulation	13500	
Meeting Room bookings	20	
Volunteer hours		
Information requests	2380	

As forecasted in a memo BOLT in December 2014, Technical Services has now completed the process of adding Midwest Tape to the list of vendors who supply materials in “shelf ready” condition when they are received at the Library. Midwest Tape supplies the Library with the majority of audiobooks and DVDs that are added to the collection each year. Advantages to ordering materials in “shelf ready” condition include a faster time to the shelf once received at the Library, a reduction in the number of staff handling the materials and the ability to continually streamline workflow processes in order to allow staff to focus on work that is of high priority to the Library.

“Shelf Ready” shipments will begin this month. Greg McKean (Supervising Librarian), Shiok Lim (Librarian II) and Leticia Cendejas (Specialist II) were all instrumental in working with the vendor and moving this process along.

Annual cataloging production for February 2015

Material type	Central	Claremont	North	South	West	Total
ADULT						
Books-Fiction	533	162	173	142	144	1054
Books-Nonfiction	621	123	118	105	109	1076
TOTAL ADULT	1154	285	291	247	253	2230
CHILDREN’S						
Books	486	235	255	253	224	1453
Kits	2	0	2	0	1	5
TOTAL CHILDREN’S	488	235	257	253	225	1454

Floating Materials

Material type	Adult	Children’s	Total
DVD/VCD	99	60	159
Music CDs	155	0	155
Spoken CDs	142	80	222
Large Print	49	N/A	49
Board Books	N/A	6	6

Material type	Totals
Books	3738
DVDs	159
Music CDs	155
Spoken CDs	222
Kits	5
TOTAL VOLUMES	4279

Non-English:

Chinese: 68
 Spanish: 26
 94

Total new titles for February 2015: 1633

Teen Services is in the midst of two very exciting initiatives: Inventing Your Library and designthinking.

Our first meeting of teens and architects was a huge success with a healthy turnout of engaged teens and middle schoolers ready to jump in and share their vision of this new space. Noll and Tam are great at inviting feedback and listening to teens, the teens are dreaming big. Special thanks to The Berkeley Public Library Foundation for making these meetings and collaborations possible.

Teen staff continue to think out of the box with 'designthinking', developing new programming and ways to engage youth in our community. More details will follow with results of the workshops.

Our Teen Services librarians ran with **Blind Date with a Book** across our library system, sharing titles to love. We also provided a venue for cynical teens with Anti-Valentine's Day events, so fun!

West Branch expanded musical appreciation with a musical instrument petting zoo, where folks were introduced to over 50 different types of instruments.

Make Some Thing is taking off in all of our locations, with crafts and creations as inventive as our teens and middle-schoolers.

Earlier last month one of our long-time patrons revealed to Angel and me that she has been doing research on her genealogy online, and has fairly good evidence that she is a direct descendant of Bach. That's Johan Sebastian Bach! Knowing that Bach's great-great-great etc. granddaughter uses the Tool Library could possibly make waves in the classical world.

She might also be related to Jim Bowie, the inventor of the Bowie knife, but according to our patron, "He was bad news." Nonetheless, I imagine knife-makers and other tool appreciators might be very excited by that news.

Each day is a very full slice of life here at the Tool Library. Our spring rush seems to have arrived a month early. In preparation, on Monday I pinned the heads on six new weed-eaters and put them into the database. Tuesday in odd moments I carved their numbers and our cautions onto the tools, and Wednesday at noon we sent four of them out, along with another ten that had returned the night before. We are now up to 23 of those very sought-after tools! As I write, there are two on the shelf and 21 out and about working.

Today a patron brought us a lovely arrangement of flowers in a bottle that is now sprucing up our service desk – didn't borrow anything, just brought us flowers.

Another patron is redoing his roof, and we discussed and then gave him everything he would need, including a ladder, a hammer, a staple gun for tar paper, chalk line for layout, and tin snips for metal roof edging. (He had a shingle knife.)

And every day our patrons are doing courageous things. Today I gave out a power snake to two women who have a company making women's pajamas. They had never tried their hand at clearing out the plumbing, but we walked them through the process and they happily wheeled the snake out the door.

A few minutes later another patron returned a hand snake that she used on their tub. She said that the snake worked fine, but what really worked was the excellent advice given to her by Jim, our intermittent, who showed her how to take off the overflow and work the snake in from there. She admitted that both she and her 15-year-old daughter have very long hair, and despite the long and disgusting hanks of what they had retrieved, they still had no plans to do a make-over a la Sinéad O'Connor.

February 7th: Oakland Youth Chorus

This performance group attracted 45 attendees on a rainy, Saturday afternoon. Twelve, talented teens from the east bay performed a cappella music—some spirituals and music from the Color of Purple—in honor of African American History month. Patrons praised the group and requested we bring them back in the future.

February 11th: Valentine Craft

A small but enthusiastic group of kids showed up to make valentines, two of whom attempted to make cards for their entire class!

February 14th: Musical Instrument Petting Zoo.

A combination of 31 teens, parents, and young people came to this program. Jim Carter brought his ever expanding collection of instruments from around the world for people to strum, bang, toot, or shake musical sounds into being. Jim was a long-time M.C. for the Freight & Salvage and he has been repairing and selling instruments at the 45-year-old Berkeley institution, Subway Guitars. Some of the favorite instruments from the 50+ he brought were the didgeridoo, a balalaika, a steel ukulele, and a plastic trombone.

February 28th: Decorate a peg doll

A small but ambitious group showed up to decorate peg dolls. The kids were very appreciative of the craft.

Ongoing: Art, Music & Writing Club

Teens have been adding great artwork and writings to our Teen Room bulletin board. There have been lots of manga-type art and some wonderful digital artwork from a very fine teen artist.



Indigo Ninja by Matty



Art, Music & Writing Board

Ongoing: Make Some Thing Club

There were some lovely duct tape roses given away on Valentine's Day! Also, the teens have been making some very colorful duct tape wallets. We're also starting to make high performance paper airplanes to go with the origami creations. The button making is one of the more popular programs, with REALM Charter School buttons flying off the press.

FY15 - All Locations	February	
	events	attendees
Pre-School (0-4) @Library	48	2930
Pre-School (0-4) outreach	11	198
School Age (5-11) @Library	24	663
School Age (5-11) outreach	1	90
Young Adult (12-18) @Library	34	447
Young Adult (12-18) outreach	1	10
Adult @Library	23	454
Adult outreach	0	0
Senior @Library	1	75
Senior outreach	2	40
Computer usage	12607	
Gate Count	86892	
Circulation	130270	
Meeting Room bookings	130	
Volunteer hours	46.25	
Information requests	17104	
Wireless Users	6258	
Circulation of Children's Materials	10323	



INFORMATION CALENDAR

March 11, 2015

TO: Board of Library Trustees
FROM: Sarah Dentan, Children's and Neighborhood Services Manager
SUBJECT: GRANT: First5 Alameda, Community Support Grant .

INTRODUCTION

This report details a grant application submitted by Sarah Dentan on February 23, 2015.

FISCAL IMPACTS OF RECOMMENDATION

None.

BACKGROUND

Community Support Grant

Berkeley READS, the adult and family literacy program of the Berkeley Public Library, currently conducts family literacy outreach through story visits conducted by trained volunteers, providing quality early learning experiences while promoting Berkeley READS services to parents and caregivers.

The First5 Alameda Community Support Grant is designed to fund activities that contribute to any one of the F5AC strategic plan outcomes, including providing increased access to quality preschool and child care settings and to other early learning experiences.

CURRENT SITUATION AND ITS EFFECTS

Berkeley READS would like to provide outreach to all preschools and child-care settings serving low-literacy families, but are currently only able to serve five sites on a monthly basis. Staff maintains a waiting list of sites that have approached us for service. The limiting factor for this service is the number of suitable volunteers available; currently, the program is only able to accept those with extensive early childhood experience as volunteer story readers, as we have a limited amount of training available for these volunteers.

The Oakland Public Library's program BOOKS FOR WIDER HORIZONS uses volunteers to provide weekly story visits at preschools and childcare centers throughout the city. Volunteers also provide community outreach for the library. Because they provide a comprehensive training program taking place over several days, as well as tools and resources for story readers, BOOKS FOR WIDER HORIZONS is able to leverage the skills of volunteers from all walks of life, not just retired educators. With this wider volunteer base, OPL is able to reach thousands of children on a weekly basis.

The First5 Alameda Community Support Grant, if funded, will allow Berkeley READS to adapt BOOKS FOR WIDER HORIZONS training to our needs in Berkeley; to enhance the skills of our current volunteer readers; to develop a larger corps of volunteer readers and expand the number of sites visited; provide volunteer opportunities for community members interested in reading to children.

FUTURE ACTION

If granted, the board will be asked to accept and appropriate the funds.

Attachments: None.